

State of California
DUTY STATEMENT



California Department of
State Hospitals

SH3002 (Rev. 02/2020)

RPA Control No.#	C&P Analyst Approval FA	Date 06/14/2022
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Employee Name		Division Department of State Hospitals-Metropolitan		
Position No / Agency-Unit-Class-Serial 487-540-4800-		Unit General Services- Procurement		
Class Title Staff Services Manager I		Location Administration		
SUBJECT TO CONFLICT OF INTEREST <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID S01	WORK WEEK GROUP E	PAY DIFFERENTIAL	OTHER

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS:

Under the general direction of the Staff Services Manager II, the Staff Services Manager I (SSM I) is responsible for the direction and administration of DSH-Metropolitan contracting and procurement functions, to ensure that the authority fully complies with required federal and state statutes, all applicable regulations and control agency policies. The SSM I will supervise a group of contract and procurement analysts performing journey person level work and personally, performs the most difficult or sensitive work.

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
60%	<u>ESSENTIAL FUNCTIONS:</u> Directly supervises, oversees & assists the acquisitions staff with the purchasing of materials, equipment, goods & services and contracts for DSH-M. Insures all DGS procurement policies and supporting documents are correct. Leads the team in the acquisition process and develops relevant policies and procedures. Participates in audits conducted by DGS. Reviews & updates all DSH-M AD's pertaining to General Services. Understands & applies all federal & state regulatory laws, DGS purchasing rules, CalOSHA regulatory standards & reporting requirements and SAM codes. Builds & maintains good working relationships with vendors and cultivates certified small businesses & disabled veteran's businesses for DSH-M to utilize. Takes initiative to communicate with supervisors and staff to ensure the daily work or special projects are completed in a smooth and timely manner. Proper documentation is always used and utilizes all resources for problem solving and resolution. Collaborates with control agencies to resolve sensitive and complex contract and procurement related issues. Ensures contract and procurement documents comply with federal regulations, state statues and program requirements Completes special assignments and projects requested by the supervisor and management team.
25%	Provides information about GS individual departments as it relates to all aspects of day-to-day operations, function and support. Will participate in any/all DSH-M's work groups, committees representing GS for DSH-M in matters with the Dept. of General Services, Finance, Prison Industries, State Audits, Evaluations, and others. Provides information to Executive Director, Hospital Administrator, SSM II, Program Directors, committees, and section chiefs as needed and acts as their advisor as to how best to source, select and acquire necessary materials, equipment, goods & services and contracts per best value for the State. Prepares reports as

	<p>assigned and ensures accuracy, completion and timely submission. Understands and remains current with state administrative manual, state contracting manual, government codes, public contract codes and other policies and procedures related to contract and procurement development, advertising, bidding packages, exhibits and evaluations. Ensures contract and procurement documents comply with federal regulations, state statutes and program requirements. Coordinates with Plant Operations & other Departments the overseeing of contractors as associated with GS. Demonstrates ability to act independently, be open-minded, flexible, and tactful. Analyzes complex situations and follows through on problem resolutions. Applies a high degree of initiative and judgment when dealing with staff and public. Develops and maintains desk manuals and procedures to ensure program standards are met and to facilitate efficiency and maintain quality services. Develops continuous quality improvement tools to monitor team performance.</p>
10 %	<p>Mentors staff, ensures training & compliance among all staff. Provides opportunities for staff development and upward mobility. Anticipates and/or develops training staff for current & future work assignments. Participates in the recruitment, interview, selection and orientation of new staff. Completes Probationary and IDPs for staff, along with Progressive Disciplinary Process and any other administrative responses for GS. Assess staff for training needs. Guides staff in resolving technical issues. Develops and recommends new or changes to program policies. Monitors control agency websites and any other governmental entities for Updates. Makes recommendations and reports findings of assignments to Staff Services Manager II. May represent the Staff Services Manager II in committee meetings and serves as liaison on policy matters. Upholds and enforces the EEO & Workplace Violence, Administrative Directives of DSH-M Hospital.</p>
5 %	<p><u>MARGINAL FUNCTIONS</u></p> <p>Performs other assignments and projects as required and requested by the supervisor and executive staff. Identifies unit accomplishments and periodically reports progress to management team. Other job-related duties as required.</p>
Other Information	<p><u>SUPERVISION RECEIVED</u> Under the general direction of the Staff Services Manager II</p> <p><u>SUPERVISION EXERCISED</u> One (1) Associate Governmental Program Analyst Three (3) Staff Services Analyst One (1) Management Services Technician One (1) Office Technician</p> <p><u>KNOWLEDGE AND ABILITIES</u></p> <p>KNOWLEDGE OF: Principles, practices and trends of State business administration as a Staff Services Manager I for General Services and its duties, functions, responsibilities for DSH-M. Also, with the management and supporting General Services staff providing services such as purchasing, contracts, managing budgets, hiring personnel, supervision provided by the various General Services departments.</p> <p>ABILITY TO: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems of a California State Hospital; develop and evaluate alternatives to problems or issues as they arise within the General Services; analyze data and present ideas and information effectively both orally and in writing; consult with and advise DSH-M administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the regular course of work. Independently interpret and use reference material; give and follow direction; design and prepare tables, spreadsheets, and charts; operate a computer keyboard/terminal; organize and prioritize work; create/draft correspondence; act as a team or conference leader and</p>

appear before DHS-M Hospital management, supervisors and other committees.

REQUIRED COMPETENCIES

PHYSICAL

The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized work needed to carry out the essential duties of the position. This includes but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

CPR

Maintains current certification

SITE SPECIFIC COMPETENCIES

- Maintain Drivers Safety Certification
 - Demonstrated ability to interpret Public Contract Law and California Code of Regulations as it refers to Contract preparation.
 - Demonstrated ability to act independently, open-mindedness, flexibility, and tact.
 - Interact successfully in a team environment.
 - Communicate successfully in a diverse community.
 - Communicate effectively with individuals from varied experiences, perspectives and backgrounds, which may involve some exposure to aggressive clientele and adversarial conditions.
 - Deal with individuals with a range of moods and behaviors in a tactful, congenial, personal matter so as not to alienate or antagonize them.
 - Ability to recommend workable solutions in a tactful, constructive manner.
 - Ability to ensure efficient use of staff time and resources to meet complex objectives and changing priorities.
- Time management, experience managing projects and able to multi tasks to meet deadlines.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Provide supervisory consultation/direction in disciplinary matters
- Applies and demonstrates knowledge of: Microsoft Windows such as Microsoft Word, Outlook, Access, Excel, and Power Point.
- Use of technology, including but not limited to Microsoft Office, Microsoft Teams, WebEx, Zoom, and other virtual platforms as required.
- State Administrative Manual (SAM)
- State Contracting Manuals (SCM)
- FI\$Cal

LICENSE OR CERTIFICATION - not applicable

TRAINING - Training Category = Type II General

The employee is required to keep current with the completion of all required training.

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PIH) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

WORKING CONDITIONS**EMPLOYEE IS REQUIRED TO:**

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.
- The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.
- All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and can safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times. Telework consistent with DSH Policy Directive 5338 will be considered with prior approval from management. Incumbent is expected to provide in-office coverage on a rotational basis.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date
